



AGENDA

CORPORATE SERVICES COMMITTEE

11 MARCH 2025

MEMBERSHIP: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

The meeting is scheduled to commence at 5:30 PM.

	Page
CSC25/11 LEAVE OF ABSENCE (ID25/165)	
CSC25/12 CONFLICTS OF INTEREST (ID25/164) In accordance with their Oath/Affirmation under the Act, and Council’s Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.	
CSC25/13 REVIEW OF 2023-2027 COMMUNITY ENGAGEMENT STRATEGY (INCLUDING COMMUNITY PARTICIPATION PLAN) IN RESPONSE TO LEGISLATIVE AND POST-ELECTION REQUIREMENTS (ID25/326) The Committee had before it the report dated 28 February 2025 from the Manager Customer Experience and Engagement regarding Review of 2023-2027 Community Engagement Strategy (including Community Participation Plan) in response to Legislative and Post-Election requirements.	3
CSC25/14 COUNCIL COMMUNITY COMMITTEES – TERMS OF REFERENCE AND DETERMINATION OF COUNCILLOR REPRESENTATION (ID25/265) The Committee had before it the report dated 26 February 2025 from the Director Strategy Partnerships and Engagement regarding Council Community Committees – Terms of Reference and Determination of Councillor Representation.	10
CSC25/15 LAND CLASSIFICATION - PART OF 43 WHITE STREET AND LOT 4391 DP1294801, DELTA ROAD, DUBBO (ID24/2357)	92

The Committee had before it the report dated 5 December 2024 from the Property Services Team Leader regarding Land Classification - Part of 43 White Street and Lot 4391 DP1294801, Delta Road, Dubbo.

CSC25/16 CHANGE OF DATE FOR 25 NOVEMBER 2025 ORDINARY COUNCIL MEETING DUE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE (ID25/6)

100

The Committee had before it the report dated 7 January 2025 from the Manager Corporate Governance regarding Change of date for 25 November 2025 Ordinary Council Meeting due Local Government NSW Annual Conference.

CSC25/17 LICENCE FOR BUREAU OF METEOROLOGY (ID25/260)

The Committee had before it the report dated 26 February 2025 from the Manager Airport Strategy and Operations regarding Licence for Bureau of Meteorology.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).



**REPORT: Review of 2023-2027
Community Engagement Strategy
(including Community Participation Plan)
in response to Legislative and Post-
Election requirements**

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 28 February 2025
TRIM REFERENCE: ID25/326

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement 	
Issue	<ul style="list-style-type: none"> Council has reviewed the 2023-2027 Community Engagement Strategy (including the Community Participation Plan) in response to legislative and post-election requirements, in line with the Integrated Planning and Reporting Framework. Endorsement is sought for public exhibition of the proposed amendments. (attached in Appendix 1). 	
Reasoning	<ul style="list-style-type: none"> To seek endorsement for the revised 2023-2027 Community Engagement Strategy (including Community Participation Plan) to proceed to public exhibition. To ensure Council meets its obligations under the <i>Local Government Act 1993</i> (Section 402A) and the Integrated Planning and Reporting Handbook for Local Council's in NSW (and Guidelines) issued by the Office of Local Government. 	
Financial Implications	Budget Area	Strategy Partnerships and Engagement
	Funding Source	Customer Experience and Engagement
	Proposed Cost	No financial implications arising from this report.
	Ongoing Costs	N/A
Policy Implications	Policy Title	2023-2027 Community Engagement Strategy (including the Community Participation Plan)
	Impact on Policy	If adopted following public exhibition the strategy will be updated accordingly.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community
Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.2 Council's decision-making processes are open, transparent and accountable
Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

- 1. That the amended 2023-2027 Community Engagement Strategy (including the Community Participation Plan) be endorsed for public exhibition.**
- 2. That the amended 2023-2027 Community Engagement Strategy (including the Community Participation Plan) be placed on public exhibition for a minimum of 28 days.**
- 3. That following the public exhibition and community consultation, a further report be presented to Council, including the consultation outcomes, for consideration.**

Jessica Brown
Director Strategy Partnerships and Engagement

CC
Manager Customer
Experience and
Engagement

BACKGROUND

Under the *Local Government Act 1993*, Councils must establish and implement a Community Engagement Strategy. The NSW Office of Local Government recommends incorporating the Community Participation Plan within this strategy as industry best practice to streamline engagement.

As a result, Council adopted the 2023-2027 Community Engagement Strategy, including the Community Participation Plan on 15 February 2024.

Additionally, Council must conduct corporate planning and reporting in accordance with the *Local Government Act 1993*, *Local Government (General) Regulation 2021*, and the NSW Government's Integrated Planning and Reporting (IP&R) Guidelines Handbook 2021.

Previous Resolutions of Council

15 February 2024 CCL24/23	That the 2023-2027 Community Engagement Strategy (including Community Participation Plan), attached as Appendix 1, be adopted.
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REPORT

As part of the Integrated Planning and Reporting (IP&R) Framework and Council's commitments within the Community Engagement Strategy, the 2023-2027 Community Engagement Strategy (including the Community Participation Plan) must be reviewed within three months of a Local Government Election and as needed in response to legislative changes.

Following the recent election, change of Council and minor legislative updates, the strategy has undergone a review. Beyond these mandatory updates, this review also provided an opportunity to assess the strategy's broader application over the past 12 months. Since its adoption, Council has gained valuable insights and received community feedback, which has informed further refinements to enhance the strategy's effectiveness as a guiding framework.

While only the Community Participation Plan requires formal public exhibition, Council has taken this opportunity to review and refine the entire Community Engagement Strategy, ensuring it remains relevant and responsive to community needs. Over the past 12 months, Council has matured significantly in its engagement practices, identified gaps in the strategy and incorporated improvements to strengthen its effectiveness as a guiding framework.

The review consisted of two parts:

- **Community Engagement Strategy:** Updates to approach, application, content, formatting and minor grammatical adjustments (Pages 1-33).
- **Community Participation Plan:** Updates to content, inclusion of statutory and legislative requirements and formatting and grammatical adjustments (Pages 34-52).

There are no proposed changes to the existing action plan within the strategy. However, it should be noted that 10 of the 15 actions have been completed and are reported as part of the IP&R reporting requirements.

All proposed amendments are attached in **Appendix 2**.

Consultation

- Internal consultation was undertaken with the following Council branches and divisions as part of the strategy and plan review:
 - Building and Development Services
 - Environmental Compliance
 - Growth Planning
 - Integrated Planning
 - Project Management Office
 - Infrastructure Strategy and Design
 - Corporate Governance
 - Property and Land Development
 - Customer Experience and Engagement branches and
 - Strategy Partnerships and Engagement division.
- The community has provided ongoing feedback since adoption of the strategy.
- Endorsement of the strategy for public exhibition will enable further community consultation.

Resourcing Implications

- Monitoring adherence to the strategy and any resulting actions may impact Engagement and Customer Insights staff resources as Council continues to enhance service consistency and standards. However, this is expected to be managed within existing resource levels in the Customer Experience and Engagement Branch.
- Ongoing reviews of the strategy must be conducted at least every three years or as required by legislative changes. These reviews will be managed within existing resources, with Local Government NSW consulted for specific advice as needed.

Planned Communications

- A detailed engagement program, including a communication and marketing plan, will support the public exhibition period.

Next Steps

- The amended strategy will be designed and aligned to the adopted Corporate Brand Guidelines before being made publicly available for exhibition and comment.
- The strategy will be placed on public exhibition for no less than 28 days.
- Following the exhibition period, a further report will be presented to Council, including community feedback and recommendations for adoption.

APPENDICES:

- 1 Appendix 1 - 2023-2027 Community Engagement Strategy including Community Participation Plan adopted 15/02/2024 Provided under separate cover.

- 2 [↓](#) Appendix 2 - Community Engagement Strategy (including Community Participation Plan) legislative and post election requirements

Appendix 1: Summary of Changes Following Review

Community Engagement Strategy (Pages 1 – 31)

Page Number	Current Content/Intent	Proposed/Amendments
Page 4	Mayoral address & Introduction	Due to the recent Mayoral election, changes to Mayor and Mayoral message.
Page 5	About the Strategy	Minor clarifications on the application of Council and Councillors, streamlined to refer to the elected body of Council and Councillors.
Page 10	Community Snapshot	Clarification of data source statistics from REMPLAN, including up-to-date modelling, ERP 2023 data and changes to visual graphs for easier consumption.
Page 20	Our Engagement Approach	Additional content on the Project Management Office Framework alignment to decision-making of projects and adjustment to engagement outcomes within project context.
Page 21	How We Engage	Inclusion of engaging in person and addition of the Community Conversations program.
Page 23	Our Stakeholders	Additional stakeholders added, including businesses, industry and developer groups, and volunteers. Amendments to Community Engagement groups reflecting Council's adoption of Community Committees, reference groups and interest groups.
Pages 28 & 29	Engagement Methods and Resourcing	Minor content changes to include communications, inform-only engagement methods such as newsletters, paid promotions, signage and public notices.

Community Participation Plan (Pages 32-52)

Page Number	Current Content/Intent	Proposed/Amendments
Page 32	Implementation – What We Engage On	Addition of Flood Studies and Risk Management Plans to Council's long-term plans. Clarification on classification of Key Council Policies. Inclusion of Crown Land Licences and Leases.
Page 33	Implementation – What We Engage On	Amendments to Public Exhibition minimum requirements for Planning Proposals to LEP.

		Inclusion of Naming of Roads as a major project and associated level of engagement.
		Local Approvals Policy – update content for clarification of Section 68 under the Local Government Act.
Page 34	Implementation – What We Engage On	Further clarification and inclusions to content for Land Re-Classifications. Addition of Classification of Acquired Land.
Page 35	Implementation – What We Engage On	Development Control Plans – additional context on how we engage and clarification for broader community understanding.
Page 36	Implementation – What We Engage On	Statutory Planning Projects –Clarification of Planning Agreements and how we engage. Definition clarification for Development Applications and Integrated Development Applications, including additional explanation for state agency applications.
Page 37	Implementation – What We Engage On	Designated Development Applicants – additional explanation and definition for high-impact developments.
Page 38	Implementation – What We Engage On	Changes to Modified Development Applications, including the level of engagement.
Page 41	Public Exhibition and Timeframes – Statutory Planning	Clarification for action outside of statutory planning timeframes.
Page 42	What is Public Exhibition	Additional text for the preferred method of contact.
Page 43	Are Submissions Public Documents?	Updates to the title of the Privacy Policy to Privacy Plan as per the adopted plan.
Page 44	Key Points to Note About Public Exhibitions	Minor sentence clarification amendments, changing 'not required' to 'not able'.



REPORT: Council Community Committees – Terms of Reference and Determination of Councillor Representation

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 26 February 2025
TRIM REFERENCE: ID25/265

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Addressing Council resolution Provide review or update Seek endorsement 	
Issue	<ul style="list-style-type: none"> Draft Terms of Reference and Code of Meeting Practice documents for Council Community Committees are put to Council for notation. Councillor representation to the following committees is to be determined prior to the first meeting of the Council Community Committees. <ul style="list-style-type: none"> Wellington Town Committee Villages Committee Youth Council Renewable Energy Community Benefit Committee Sister City Committee Multicultural Advisory Committee 	
Reasoning	<ul style="list-style-type: none"> The committee membership calls for a minimum of two Councillor representatives. 	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	This function of Corporate Governance is included within the adopted budget.
	Proposed Cost	\$7,074
	Ongoing Costs	\$7,074 (+ standard increases)
Policy Implications	Policy Title	Code of Meeting Practice Community Committees and Working Parties (July 2022)
	Impact on Policy	The policy will be replaced with a revised Terms of Reference and Code of Meeting Practice for the Council Community Committees under the Community Engagement Groups framework.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

RECOMMENDATION

1. That Council note the information contained within the report of the Director Strategy Partnerships and Engagement, dated 26 February 2025.
2. That the Draft Terms of Reference and Code of Meeting Practice documents (Appendix 1 to 6) regarding the listed Council Community Committees be endorsed for the purpose of adoption by their respective committees.
 - a) Wellington Town Committee
 - b) Villages Committee
 - c) Youth Council
 - d) Renewable Energy Zone Benefit Committee
 - e) Sister City Committee; and the
 - f) Multicultural Advisory Committee.
3. That a minimum of two Councillor representatives be determined for each of the Council Community Committees.
4. That the above representatives will serve on the Council Community Committees for the duration of the Council term.
5. That all Council Community Committees, at their first meetings, adopt the Terms of Reference and Code of Meeting Practice, elect a chairperson from the Councillor representatives, and be presented with an introduction and induction to Council Community Committee meeting operations.

Jessica Brown
Director Strategy Partnerships and Engagement

JB
Director Strategy
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

<p>11 February 2025 CSC25/7</p>	<ol style="list-style-type: none"> 1. <i>That Councillors A Ryan, L Butler, R Ivey and P Toynton be the representatives for the Wellington Town Committee, with Councillor R Ivey being the Chairperson.</i> 2. <i>That Councillors S Chowdhury, P Toynton, A Ryan and K Richardson be the representatives for the Villages Committee, with Councillor P Toynton being the Chairperson.</i> 2. <i>That Councillors P Wells and J Cowley be the representatives for the Youth Council, with Councillor P Wells being the Chairperson.</i> 3. <i>That Councillors R Ivey and J Black be the representatives for the Renewable Energy Zone Benefit Committee, with Councillor R Ivey being the Chairperson.</i> 4. <i>That Councillors S Chowdhury and M Wright be the representatives for the Sister City Committee, with Councillor M Wright being the Chairperson.</i> 5. <i>That Councillors M Wright and S Chowdhury be the representatives for the Multicultural Advisory Committee, with Councillor S Chowdhury being the Chairperson.</i> 6. <i>That the above representatives will serve on the Council Community Committees for the duration of the Council term.</i> 7. <i>That the Expressions of Interest for the Renewable Energy Zone Benefit Committee and Multicultural Advisory Committee remain open until such time that the Committee is functioning as intended.</i>
<p>25 February 2025 CSC25/7</p>	<p>Alternative Motion</p> <ol style="list-style-type: none"> 1. <i>That the election of Councillor representation on each Community Committee be deferred.</i> 2. <i>That the Terms of Reference for each Community Committee be finalised and presented to the March Ordinary Council meeting for consideration and adoption.</i> 3. <i>At the March Ordinary Council meeting and following the adoption of the Terms of Reference, determine the Councillor representation on each Community Committee in line with the Terms of Reference.</i>

A dedicated YourSay page was published in January 2025 to facilitate the submission of Expression of Interests (EOI) to the following committees:

- Wellington Town Committee
- Villages Committee
- Renewable Energy Zone Benefit Committee
- Multicultural Advisory Committee

Draft ToRs were made available on the dedicated YourSay page. The call for EOIs closed at 9am, Monday 3 February 2025.

Due to the low number of EOIs received for the Renewable Energy Zone Benefit Committee and Multicultural Advisory Committee, Council at its meeting held 11 February 2025 recommended that the EOIs remain open for the two committees *“until such time that the Committee is functioning as intended”*.

The link to the YourSay webpage is provided below:
[Council Community Committees 2025-2029 | YourSay](#)

NOTE: Expressions of Interest were not called for the Sister City Committee and Youth Council as the group/membership generally remained in operation due to the type of engagement and project/program work that the committee is involved in. The ToRs for Youth Council and Sister City Committee were not made available on the YourSay page for this reason.

All committees (except for the Renewable Energy Zone Benefit Committee) are former committees. The objectives, purpose and intent of the committees are predominantly unchanged from the former committees, with the amendments focused on the general operations of the committees and method of engagement.

REPORT

This report provides Council with the Draft Terms of Reference and Code of Meeting Practice for the six Council Community Committees and seeks to determine the Councillor representatives for each of those committees.

The following amendments have been made to the draft ToRs (as published on YourSay page) and are included in the draft ToRs at **Appendix 1, 2, 4, and 6**.

Draft ToRs for the Sister City Committee and Youth Council are including at **Appendix 3 and 5**.

No.	ToR (as published on YourSay page)	ToR (as attached)	Rational for change
1	Wellington Town Committee 3. Membership (in part) Membership will comprise of: • Two Councillor representatives	Wellington Town Committee 3. Membership (in part) Membership will comprise of: • A minimum of two Councillor representatives	Simpler wording, enabling representation as indicated by Council.
2	Villages Committee 3. Membership (in part) Membership will comprise of: • Two Councillor representatives	Villages Committee 3. Membership (in part) Membership will comprise of: • A minimum of two Councillor representatives	Simpler wording, enabling representation as indicated by Council.
3	Renewable Energy Zone Benefit Committee 3. Membership (in part) Membership will comprise of: • Two Councillor representatives	Renewable Energy Zone Benefit Committee 3. Membership (in part) Membership will comprise of: • A minimum of two Councillor representatives	Simpler wording, enabling representation as indicated by Council.

4	<p>Renewable Energy Zone Benefit Committee</p> <p>3. Membership (in part) Non-membership Positions</p> <p>The minute taker will be an Administration Officer from the Development and Environment division.</p>	<p>Renewable Energy Zone Benefit Committee</p> <p>3. Membership (in part) Non-membership Positions</p> <ul style="list-style-type: none"> The minute taker will be an Administration Officer from the Development and Environment division. Proponents and/or industry representatives may be invited to meetings based on agenda items. 	<p>Whilst any agenda item may call for a presentation by a non-member/participant, the purpose of the committee formally acknowledges and identifies attendance by others for specific matters/topics.</p>
5	<p>Multicultural Advisory Committee</p> <p>3. Membership (in part)</p> <p>Membership will comprise of:</p> <ul style="list-style-type: none"> Two Councillor representatives 	<p>Multicultural Advisory Committee</p> <p>3. Membership (in part)</p> <p>Membership will comprise of:</p> <ul style="list-style-type: none"> A minimum of two Councillor representatives 	<p>Simpler wording, enabling representation as indicated by Council.</p>

Consultation

- Discussions have been held with executive staff, corporate governance staff, community engagement group lead staff and administration support staff to understand suitable committee numbers based on former committee structures and the meetings formats.

Resourcing Implications

- It is estimated that 150 hours annually will be required from the Corporate Governance Branch for administration support to the Council Community Committees. Including such work as, production of agendas and minutes and booking meetings.
- Hours for non-Corporate Governance Branch staff time is unknown at this stage.
- Staff hours will be recorded throughout the Council term to inform a check-in review on the effectiveness and sustainability of the new structure.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	7,074	7,074	7,074	7,074	0	0
c. Operating budget impact (a – b)	7,074	7,074	7,074	7,074	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	7,074	7,074	7,074	7,074	0	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Corporate Governance branch, operational					

Table 1. Ongoing Financial Implications

Timeframe

Key Date	Explanation
11 March 2025	Council endorses the Draft Terms of Reference and determines the minimum two Councillor representatives for each of the Council Community Committees.
25 March 2025	Adoption of the minutes of the Corporate Services Committee.
26 March 2025 (onwards)	Submitters advised of outcome of Expression of Interest, Councillor Representatives and proposed first meetings.

APPENDICES:

1. Draft - Terms of Reference and Code of Meeting Practice - Wellington Town Committee
2. Draft - Terms of Reference and Code of Meeting Practice - Villages Committee
3. Draft - Terms of Reference and Code of Meeting Practice - Youth Council
4. Draft - Terms of Reference and Code of Meeting Practice - Renewable Energy Zone Benefit Committee
5. Draft - Terms of Reference and Code of Meeting Practice - Sister City Committee
6. Draft - Terms of Reference and Code of Meeting Practice - Multicultural Advisory Committee



**Terms of Reference
and Code of
Meeting Practice**

Wellington Town
Committee

ED25/7886

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Wellington Town Committee is to provide a voice for and advocate on behalf of the residents of the Wellington town area.

- Provide a voice for residents of Wellington.
- Identify, with the input of residents, the priorities of the Wellington community and communicate these priorities with Council.
- Make recommendations to Council seeking positive outcomes for the Wellington community.
- Provide oversight of matters pertaining to Wellington that require community consultation.
- It is noted that feedback from this committee may be recorded and redirected to another Community Engagement Group or division of DRC ensure there is no duplication or omission.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Community members must be residents of Wellington and be a conduit to the wider Wellington community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives.
- The Chief Executive Officer (or delegate).
- Director Strategy, Partnerships and Engagement (or delegate).
- Director Infrastructure (or delegate).
- A maximum of 12 Community members as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be the Executive Officer Strategy, Partnerships and Engagement division (or delegate/ administration officer from the Strategy, Partnerships and Engagement division).

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Strategy, Partnerships and Engagement division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

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Terms of Reference and Code of Meeting Practice – Wellington Town Committee

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5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Strategy, Partnerships and Engagement.

Reports may include: meeting minutes – to be submitted for notation to the Corporate Services Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held quarterly and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Strategy, Partnerships and Engagement.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Strategy, Partnerships and Engagement.

9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"
Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

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Terms of Reference and Code of Meeting Practice – Wellington Town Committee

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Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

2. Before the Meeting

Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committee's first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.

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- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

3 Meetings

Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on governance@dubbo.nsw.gov.au or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.
- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

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- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.
- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.

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3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

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3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.

3.16 When the chairperson rises or speaks during a meeting:

- (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
- (b) every member present must be silent to enable the chairperson to be heard without interruption.

Modes of Address

3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.

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next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

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- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

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- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
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 - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
 - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
 - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
 - a) contravenes this code, or
 - b) assaults or threatens to assault another member or person present at the meeting, or
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4. AFTER THE MEETING

Outcomes and Reporting

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
- a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.
 - c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
 - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.



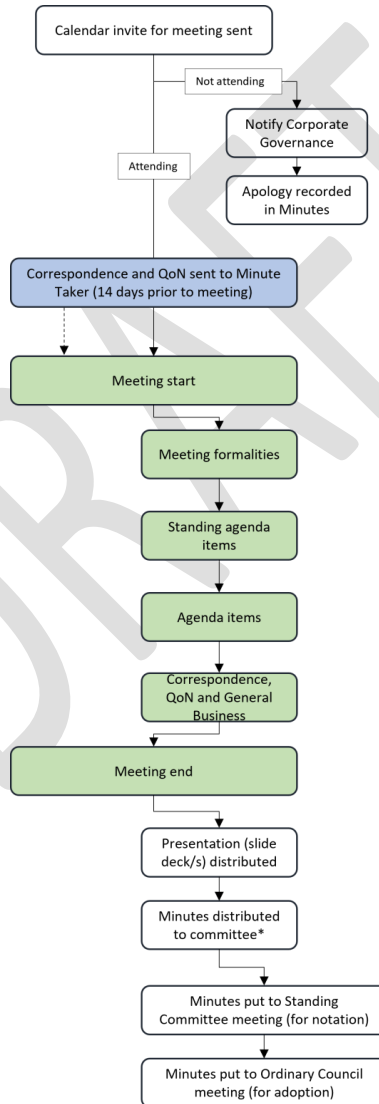
4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

5. MEETING PROCESS

The meeting process is general.

*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



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Document Control

Responsible Officer:	Executive Officer Strategy Partnerships and Engagement
Division:	Strategy Partnerships and Engagement
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	-
Document Date:	28 February 2025
Effective:	TBC

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au





**Terms of Reference
and Code of
Meeting Practice**
Villages Committee

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Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Villages Committee is to provide a voice for and advocate on behalf of the residents of the villages of the Dubbo Regional Local Government Area (LGA) (Appendix 1).

- Identify, with the input of residents, the priorities of the village communities and communicate these priorities with Council.
- Make recommendations to Council seeking positive outcomes for the village communities.
- Provide oversight of matters pertaining to villages that require community consultation.
- It is noted that feedback from this committee may be recorded and redirected to another Community Engagement Group or division of DRC ensure there is no duplication or omission.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Community members must be residents of the nominated Villages (Appendix 1) and be a conduit to their wider community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives.
- The Chief Executive Officer (or delegate).
- Director Strategy, Partnerships and Engagement (or delegate).
- Director Infrastructure (or delegate).
- A maximum of two Community members per nominated village as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be the Executive Officer Strategy, Partnerships and Engagement division (or delegate/ administration officer from the Strategy, Partnerships and Engagement division).

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Strategy, Partnerships and Engagement division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

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5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Strategy, Partnerships and Engagement.

Reports may include: meeting minutes – to be submitted for notation to the Corporate Services Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held quarterly and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Directory Strategy, Partnerships and Engagement.

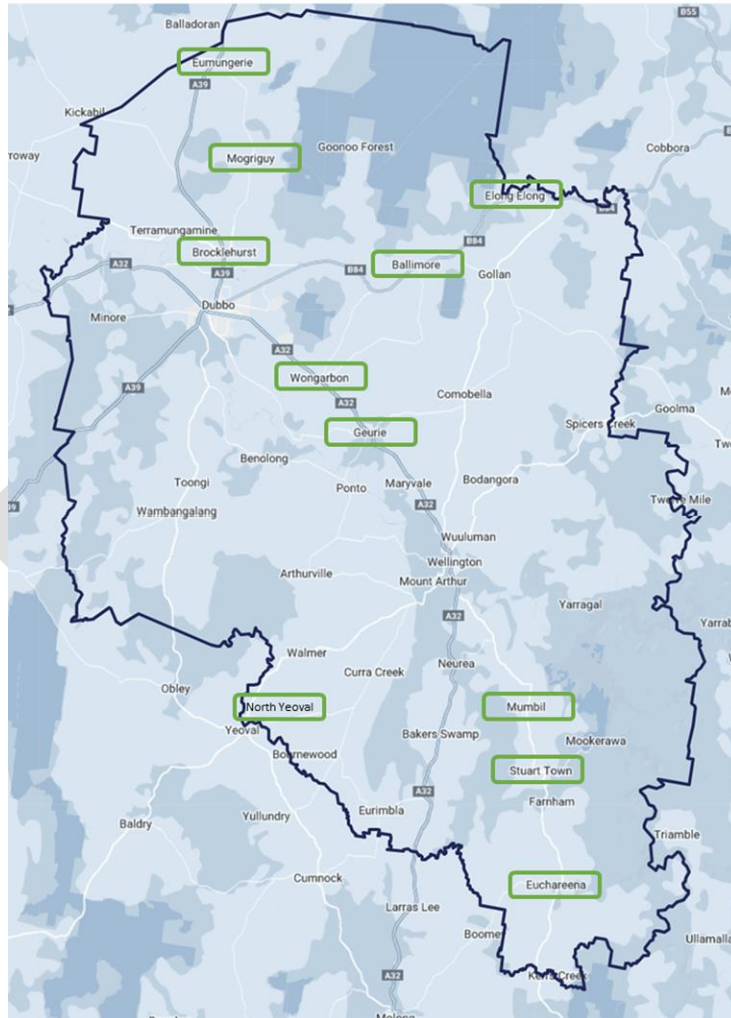
Committee members will not speak publicly on behalf of the committee without the express direction of the Directory Strategy, Partnerships and Engagement.

9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

Appendix 1 – Nominated villages

- Ballimore
- Brocklehurst
- Elong Elong
- Euchareena
- Eumungerie
- Geurie
- Mogriguy
- Mumbil
- North Yeoval
- Stuart Town
- Wongarbron



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Terms of Reference and Code of Meeting Practice – Villages Committee

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Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"
Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

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Terms of Reference and Code of Meeting Practice – Villages Committee

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Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

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Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committee's first meeting.
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Outcomes and Reporting

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
- a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.
 - c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
 - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.



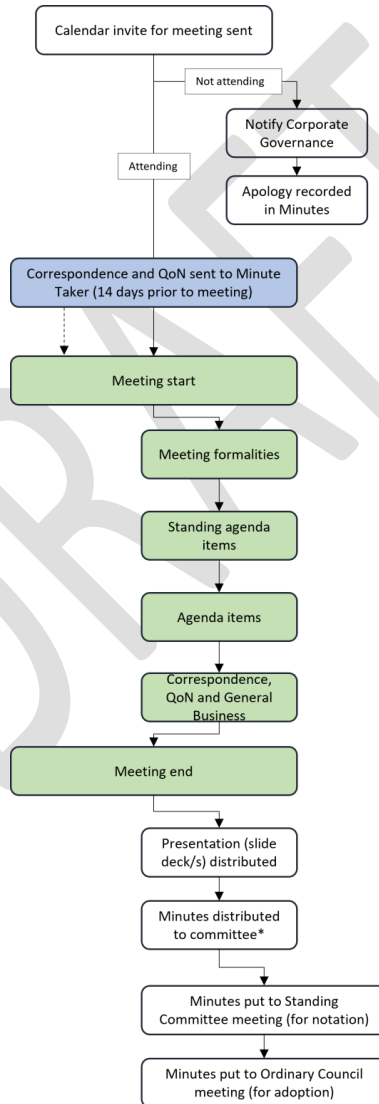
4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

5. MEETING PROCESS

The meeting process is general.

*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



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Document Control

Responsible Officer:	Executive Officer Strategy Partnerships and Engagement
Division:	Strategy Partnerships and Engagement
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	-
Document Date:	28 February 2025
Effective:	TBC

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au





**Terms of Reference
and Code of
Meeting Practice**
Youth Council

ED25/11212

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Youth Council is to focus on capacity building by encouraging young people to make independent decisions and to negotiate priorities of the communities through participation.

Dubbo Regional Council aims to support every member of the community, including the Youth of the Dubbo region, in particular the Young Aboriginal and/or Torres Strait Islander people.

Extracurricular activities, such as the opportunity to join the Youth Council, provide new opportunities to young people in the Dubbo region and assist them to develop important life skills including, teamwork, leadership, self-confidence and resilience.

There are four key goals/outcomes of the Youth Council.

- Increased Participation in community Events
Example: Youth Week Celebrations – held every year
- Increased sense of belonging to community
Example: Social Participation - Youth Council Australia Day activity
- Increase in formal and informal networks
Example: Community Connections - Community Sector Coordination
- Increase in youth engagement
Example: Indigenous Social Participation - School holiday program

3. Membership

Members will serve on the Committee for the duration of the Council term.* Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

*Due to student members either changing schools, leaving for university or increased work/training obligations, community representatives of the Youth Council may serve for shorter periods of time (i.e.: 12 months) and new members join should a position be made vacant.

Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives
- Youth Development Officer
- Manager Community Services (or delegate)
- A maximum of eight Community members as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be an administration officer from the Community, Culture and Places division.

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Community, Culture and Places division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

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Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places.

Reports may include: meeting minutes – to be submitted for notation to the Corporate Services Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held bi-monthly and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public

and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places.

9. Code of Conduct

All committee members must abide by Council’s Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council’s website [Code of Conduct - Dubbo Regional Council](#).

Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council’s community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. “includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers”

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Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

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2. Before the Meeting

Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committees first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.
- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

3 Meetings

Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on governance@dubbo.nsw.gov.au or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.

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- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

Attendance of the Chief Executive Officer, Councillors and Other Staff at Meetings

- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.
- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.
- 3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

The Chairperson at Meetings

- 3.14 One of the Councillor representatives will be nominated as chairperson at the first meeting of the committee.
- 3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.
- 3.16 When the chairperson rises or speaks during a meeting:
- (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
 - (b) every member present must be silent to enable the chairperson to be heard without interruption.

Modes of Address

- 3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.
- 3.18 Council staff are to be addressed as their position title, unless otherwise instructed by that staff member.
- 3.19 All other members and attendees may indicate their preference for being addressed.

Items for Discussion

- 3.20 Where a member raises an issue of general interest (that is a matter not listed on the agenda), it may be discussed following the chairperson's approval. The issue of general interest and any outcomes are recorded in the minutes under the standing agenda item Correspondence, Questions on Notice and General Business.

Questions

- 3.21 A member may put a question to another member about a matter on the agenda.
- 3.22 A member may, with the permission of the relevant Director, put a question to a Council employee who is not a member of the committee, but who is present, about a matter on the agenda.
- 3.23 Where a response to the question is not readily available, it may be taken on notice and the response either reported to the next meeting or emailed to members between meetings.
- 3.24 Members must put questions directly, succinctly, respectfully and without argument.

Rules of Debate

- 3.25 Each member is allowed to speak to each item on the agenda.

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- 3.26 Members will indicate their desire to speak by raising their hand.
- 3.27 The chairperson will indicate whose turn it is to speak, and this must be respected by all members.
- 3.28 Members are to ensure that all members have equal opportunity to speak and be mindful of the meeting duration when speaking to items.
- 3.29 All members must be heard without interruption and all other members must remain silent while another member is speaking.
- 3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, and the chairperson determines further discussion is required, the issue will be noted in the minutes and the meeting will progress to the next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

Keeping Order

- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

Acts of Disorder

- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
- 3.36 Members must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:
 - confine their presentation to a statement of facts.
 - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
 - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
 - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
 - a) contravenes this code, or
 - b) assaults or threatens to assault another member or person present at the meeting, or
 - c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee.
 - d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

How Disorder at a Meeting may be Dealt With

- 3.38 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the member fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 3.39 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.

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- 3.40 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, are to be recorded in the minutes of the meeting.
- 3.41 Where a member engages in conduct of the type referred to in clause 3.35 or 3.37, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief Executive Officer or their delegate may revoke membership. Such fact will be considered when determining any future Expressions of Interest to community committees.
- 3.42 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.
- 3.43 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.
- 3.44 If a member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the member's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

- 3.44 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.
- 3.45 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

Conflicts of Interest

- 3.46 All members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

4. AFTER THE MEETING

Outcomes and Reporting

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
 - a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.

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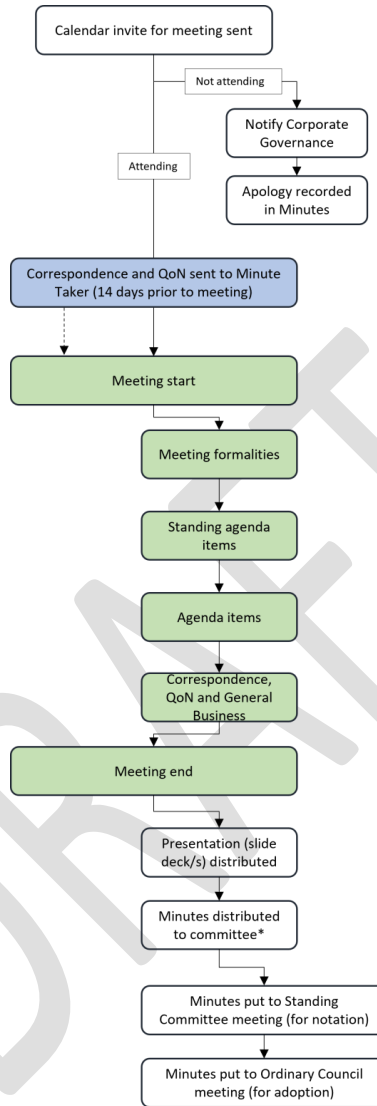
- c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
 - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.
- 4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

5. MEETING PROCESS

The meeting process is general.

*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.





Document Control

Responsible Officer:	Executive Officer Community, Culture and Places
Division:	Community, Culture and Places
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	-
Document Date:	28 February 2025
Effective:	TBC

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au

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Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au





**Terms of Reference
and Code of
Meeting Practice**

Renewable Energy
Zone Benefit
Committee

ED25/8182

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Renewable Energy Zone Benefit Committee is to provide a voice for, and seek advice from, the residents within both the Central-West Orana Renewable Energy Zone and Dubbo Regional Local Government Area.

- Provide a voice for residents of the nominated localities.
- Identify, with the input of residents, the priorities of the nominated localities that specific renewable energy projects are occurring in and communicate these priorities with Council.
- Review and provide advice on community benefit fund projects as required.
- Receive project updates from proponents and Council as required.
- It is noted that feedback from this committee may be recorded and redirected to another Community Engagement Group or division of DRC to ensure there is no duplication or omission.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Community members must be residents of the nominated localities listing (**Appendix 1**) and be a conduit to those communities. They must be contactable and approachable by residents of the nominated localities, and willing to represent the voices and opinions of the wider population.

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Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives.
- Director Development and Environment (or delegate).
- Manager Growth Planning.
- Director Strategy, Partnerships and Engagement (or delegate).
- Locality Representatives* (selected based on locational based agenda items)
- Two Representatives from the Wellington Town Committee.
- Two Representatives from the Villages Committees (1 North of Wellington area and 1 South of Wellington area)

The Chair will be a Councillor representative.

* Community members, as determined by the selection panel after an expression of interest (EOI) process, will form the group. One community member will represent localities with a population of 100 or less (2021 census), and two community members will represent localities with a population of 101 or more (2021 census). Council will be adaptable in responding to new projects in localities that are not yet nominated, by calling for additional EOIs as required and deemed necessary by the Director Development and Environment. Specific meeting invites may be sent based on suburb or location relevance.

Non-membership Positions

- The minute taker will be an Administration Officer from the Development and Environment division.
- Proponents and/or industry representatives may be invited to meetings based on agenda items.

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Development and Environment division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.

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- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Development and Environment.

Reports may include: meeting minutes – to be submitted for notation to the Infrastructure, Planning and Environment Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held every six months and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment.

Committee members will not speak publicly on behalf of the committee without the express direction of the Directory Development and Environment.

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Terms of Reference and Code of Meeting Practice – Renewable Energy Zone Benefit Committee

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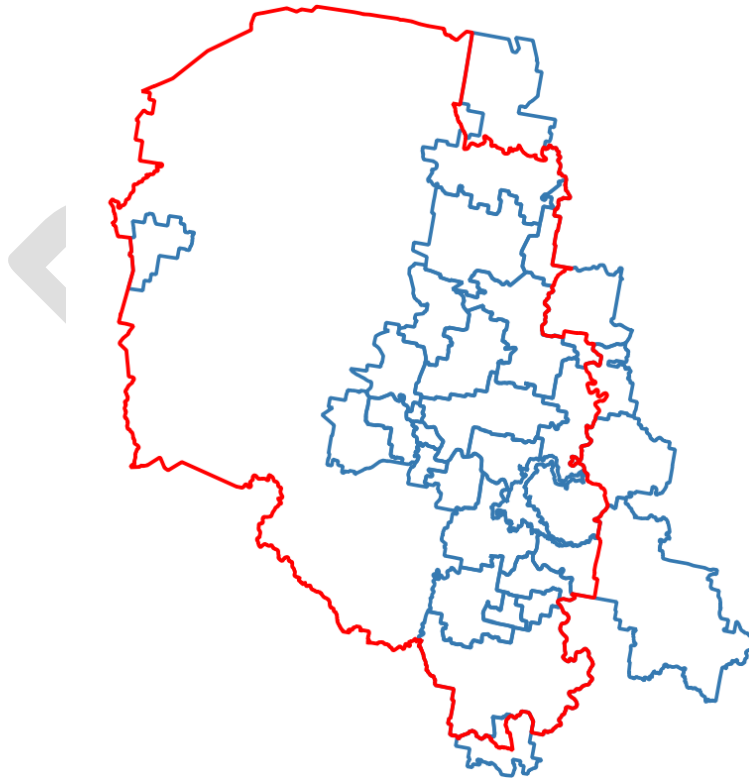
9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

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Appendix 1 – Nominated localities

Apsley	Hargraves	Spicers Creek
Bodangora	Kerrs Creek	Stuart Town
Comobella	Maryvale	Suntop
Dripstone	Minore	Twelve Mile
Elong Elong	Montefiores	Wellington
Euchareena	Mookerawa	Wuuluman
Farnham	Mount Aquila	Yarrabin
Gollan	Mount Arthur	Yarragal
Goolma	Mumbil	



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Terms of Reference and Code of Meeting Practice – Renewable Energy Zone Benefit Committee

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Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"
Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

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Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

2. Before the Meeting

Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committee's first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.

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- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

3 Meetings

Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on governance@dubbo.nsw.gov.au or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.
- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

Attendance of the Chief Executive Officer, Councillors and Other Staff at Meetings

- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.
- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.

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3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

The Chairperson at Meetings

3.14 One of the Councillor representatives will be nominated as chairperson at the first meeting of the committee.

3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.

3.16 When the chairperson rises or speaks during a meeting:

- (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
- (b) every member present must be silent to enable the chairperson to be heard without interruption.

Modes of Address

3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.

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Items for Discussion

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Questions

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3.26 Members will indicate their desire to speak by raising their hand.

3.27 The chairperson will indicate whose turn it is to speak, and this must be respected by all members.

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3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, and the chairperson determines further discussion is required, the issue will be noted in the minutes and the meeting will progress to the

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next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

Keeping Order

- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

Acts of Disorder

- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
- 3.36 Members must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:
 - confine their presentation to a statement of facts.
 - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
 - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
 - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
 - a) contravenes this code, or
 - b) assaults or threatens to assault another member or person present at the meeting, or
 - c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee.
 - d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

How Disorder at a Meeting may be Dealt With

- 3.38 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the member fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 3.39 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.
- 3.40 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, are to be recorded in the minutes of the meeting.
- 3.41 Where a member engages in conduct of the type referred to in clause 3.35 or 3.37, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief Executive Officer or their delegate may revoke membership. Such fact will be considered when determining any future Expressions of Interest to community committees.
- 3.42 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.

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- 3.43 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.
- 3.44 If a member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the member's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

- 3.44 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.
- 3.45 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

Conflicts of Interest

- 3.46 All members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council's Code of Conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

4. AFTER THE MEETING

Outcomes and Reporting

- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
- a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.
 - c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
 - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.



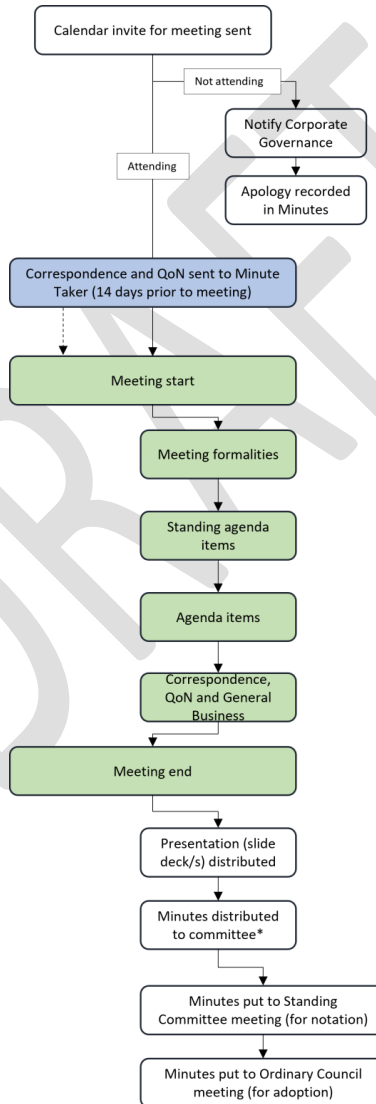
4.9 Should a meeting be supported with a presentation (slide deck/s), a copy of the presentation and the accompanying informal meeting notes made during the meeting as part of the presentation, will be distributed to members of the committee electronically as soon as practicable after the meeting.

5. MEETING PROCESS

The meeting process is general.

*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



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Document Control

Responsible Officer:	Executive Officer Development and Environment
Division:	Development and Environment
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	-
Document Date:	28 February 2025
Effective:	TBC

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au





Terms of Reference and Code of Meeting Practice

Sister City
Committee

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Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Sister City Committee is to foster Sister City relationships which are a Council-to-Council relationship that, after research and negotiation, is sealed by the Mayors of both cities signing a document cementing that relationship.

- Promote the exchange of new ideas and successful experience with partner cities leading to a more vibrant Local Government Authority.
- Provide advice to the Director Community, Culture and Places on Sister City matters.
- Foster national and international relationships between Dubbo, Wellington and other cities to promote understanding and friendship.
- To promote peace and goodwill through mutual respect
- To appreciate different cultures, customs, and traditions through visitor/student exchange programs.
- To foster economic development, tourism, and trade relations.
- To participate in sporting, artistic and educational programmes.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives.
- Director Community, Culture and Places (or delegate).
- Cultural Development Coordinator (or delegate).
- Sister Cities Officer.
- One High School Sector Representative within the LGA
- A maximum of six Community members as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be an administration officer from the Community, Culture and Places division.

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Community, Culture and Places division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

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5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places division.

Reports may include: meeting minutes – to be submitted for notation to the Culture and Community Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held three times within the calendar year and as required by special projects/programs/activities.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places division.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places division.

9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

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Terms of Reference and Code of Meeting Practice – Sister City Committee

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Terms of Reference and Code of Meeting Practice – Sister City Committee

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 - b) assaults or threatens to assault another member or person present at the meeting, or
 - c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee.
 - d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

How Disorder at a Meeting may be Dealt With

- 3.38 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the member fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 3.39 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.
- 3.40 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, are to be recorded in the minutes of the meeting.
- 3.41 Where a member engages in conduct of the type referred to in clause 3.35 or 3.37, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief Executive Officer or their delegate may revoke membership. Such fact will be considered when determining any future Expressions of Interest to community committees.
- 3.42 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.

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- 3.43 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.
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Use of Mobile Phones and the Unauthorised Recording of Meetings

- 3.44 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.
- 3.45 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

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4. AFTER THE MEETING

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- 4.1 Outcomes of the committee meeting must be accurately recorded in the minutes of the meeting (minutes will not reflect discussions held – only the outcomes decided upon).
- 4.2 Committees have no delegated authority from the Council to make decisions binding the Council.
- 4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.
- 4.4 Nothing restricts Councillors from putting forward a Notice of Motion based on any discussions held at a committee meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

Minutes of Meetings

- 4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee.
- 4.6 At a minimum, the following matters must be recorded in the minutes:
- a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.
 - b) the names of those who submitted formal apologies prior to the meeting.
 - c) a record of any conflicts of interest and how those conflicts were managed.
 - d) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.
 - e) in the event that the group is unable to come to a cohesive understanding on any matter or item, the issue will be noted in the minutes.
- 4.7 The minutes of a committee meeting will be submitted for notation to the relevant Standing Committee of Council.
- 4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.

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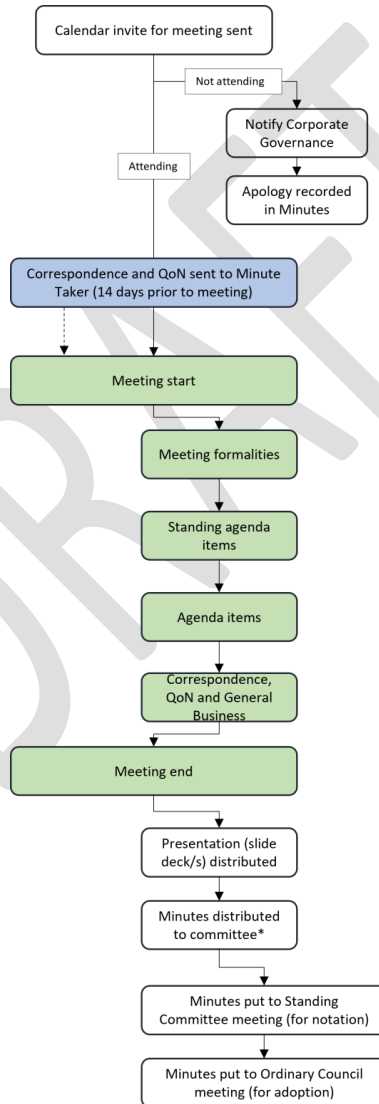
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5. MEETING PROCESS

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*Meeting minutes are distributed to committee members prior to being adopted by Council.

Members will be notified electronically in the instance that Council adopts amendments to the minutes.



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Division:	Community, Culture and Places
Prepared by:	Corporate Strategy and Performance Coordinator
Version:	1
Revision:	-
Document Date:	28 February 2025
Effective:	TBC

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au





**Terms of Reference
and Code of
Meeting Practice**
Multicultural
Advisory Committee

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Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Council Community Committees are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Community Committees are not decision-making bodies and operate under the Community Engagement Groups Framework.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other.
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts.
- Members will not insult or make personal reflection or impute improper motives to each other.
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt.
- Members will allow other members to put their views without interruption.

2. Objectives and Purpose

The primary objective of the Multicultural Advisory Committee is to provide a voice for an advocate on behalf Dubbo Regional Local Government Area (LGA) residents who are from culturally and linguistically diverse background.

- Identify, with the input of residents, the priorities of our multicultural community and communicate these priorities with Council.
- Make recommendations to Council seeking positive outcomes for residents who are from culturally and linguistically diverse background.
- Provide oversight of matters pertaining to residents who are from culturally and linguistically diverse background that require community consultation.
- It is noted that feedback from this committee may be recorded and redirected to another Community Engagement Group or division of DRC ensure there is no duplication or omission.

3. Membership

Members will serve on the Committee for the duration of the Council term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member.

Any position made vacant under these terms may be filled following endorsement from the Chairperson and relevant Director.

Community representation will be determined by way of open nomination, with successful applicants being decided by the relevant Director, and a relevant staff member.

Community members must be residents of Dubbo Regional LGA and be a conduit to the wider community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

Membership Positions

Membership will comprise of:

- A minimum of two Councillor representatives.
- Director Community, Culture and Places (or delegate).
- Manager Community Services (or delegate).
- Sister Cities Officer.
- A maximum of 12 Community members as determined by the selection panel after an expression of interest process.

The Chair will be a Councillor representative.

Non-membership Positions

The minute taker will be an administration officer from the Community, Culture and Places division.

4. Support and Administration

Council's Corporate Governance (CG) branch will be responsible for the following arrangements:

- Sending meeting invitations.
- Booking meeting rooms.
- Publishing agendas.
- Distributing agendas.
- Preparing dummy minutes.
- Finalising, publishing and distributing minutes.

Council's Community, Culture and Places division will be responsible for the following:

- Confirming meeting dates with CG.
- Preparing agenda items and preparing reports.
- Taking minutes using the dummy minutes proforma created by CG, and returning to CG within three business days of the meeting.
- All matters to do with nomination, selection and replacement of committee members.

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary.
- Reading agendas and accompanying reports ahead of any meeting.
- Attending and contributing to meetings.
- Sharing relevant information from the meetings and actively engaging with the community network that they represent.
- Sharing insights and input from the community network that they represent with the committee, and Council.

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5. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Community, Culture and Places division.

Reports may include: meeting minutes – to be submitted for notation to the Culture and Community Committee, Specialist reports as requested by the Council.

6. Meetings

Meetings will be held quarterly and as required by special projects.

7. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Standing Agenda Items
5. Reports from Staff
6. Correspondence*, Questions on Notice and General Business

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director. Any correspondence to be included on the agenda must be received by the minute taker at least 14 days prior to a scheduled meeting to be considered.

8. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Agenda items and discussions that are identified by the Chairperson or Council staff as confidential will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Community, Culture and Places.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Community, Culture and Places division.

9. Code of Conduct

All committee members must abide by Council's Code of Conduct, including Elected officials (Councillors), Council staff, and community representatives. The Code of Conduct can be found on Council's website [Code of Conduct - Dubbo Regional Council](#).

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Terms of Reference and Code of Meeting Practice – Multicultural Advisory Committee

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Code of Meeting Practice

Purpose

This document provides a uniform set of rules for Council's community committees to help ensure more accessible, orderly, effective and efficient meetings.

Scope

This Code of Meeting Practice applies to all meetings of Council community committees.

Definitions

To assist in the interpretation, the following definitions apply:

Term	Definition
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
Correspondence	Written correspondence from residents may be provided to a committee member/s for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the relevant Director.
This code	This document, the Code of Meeting Practice for Council's Community Committees.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW. "includes Councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers"
Day	Calendar day.
Member	A community or industry representative of a committee, Councillor representatives and staff identified in the Terms of Reference as members.
Questions on Notice	A question submitted by a committee member for consideration for inclusion in a meeting.
Quorum	The minimum number of Councillors or committee members necessary to conduct a meeting.

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Responsibilities

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

1. Meeting Principles

Council community committees are one of the three Community Engagement Groups (CCL24/315) and are underpinned by the guiding principles outlined in the Community Engagement Groups Framework. The guiding principles are;

Inclusivity and Equity: Ensure that all community members, regardless of their background, have a voice and are represented. This includes actively seeking out marginalised or underrepresented groups.

Transparency: Open communication and clear sharing of information about processes, decisions, and the purpose of engagement efforts.

Flexibility and Adaptability: Be open to adjusting engagement strategies and approaches as new needs, challenges, and opportunities arise.

Cultural Competence: Respect and acknowledge the diversity of cultures, values, and histories within the community. Tailor engagement approaches to reflect this diversity.

Sustainability: Design engagement activities and processes with long-term goals in mind, ensuring that participation and benefits can continue over time.

Clear Objectives and Purpose: Clearly define the purpose of engagement efforts, what you are trying to achieve, and the expected outcomes.

Empowerment: Focus on building capacity within the community so that individuals and groups can engage more meaningfully and take leadership roles.

Building Trust and Relationships: Invest time in developing strong, trusting relationships with and among community members.

Feedback Loops and Accountability: Provide continuous feedback to the community about how their input has been used and what decisions or actions have resulted from their engagement.

Local Leadership and Knowledge: Leverage the knowledge, experience, and leadership of local community members to guide and inform engagement strategies.

2. Before the Meeting

Timing of Meetings

- 2.1 The time, date and place of committee meetings will be notified to all members at the end of the previous meeting or as determined at the committee's first meeting.
- 2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

Notice to Members of Agenda

- 2.3 The agenda will be distributed to committee members at least three days prior to the meeting.

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Terms of Reference and Code of Meeting Practice – Multicultural Advisory Committee

Page 6 of 12

- 2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected that all members read the agenda prior to the meeting.

Correspondence and Questions on Notice

- 2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the relevant Director, indicated in the individual Terms of Reference.
- 2.6 Correspondence or Questions on Notice must be submitted at least 14 days prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

3 Meetings

Attendance by Members at Meetings

- 3.1 All members should make reasonable efforts to attend meetings of the community committee. Where a member is unable to attend a meeting, they should formally notify Council's Corporate Governance team via email on governance@dubbo.nsw.gov.au or by phoning 02 6801 4000.
- 3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.
- 3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.
- 3.4 Should a member be absent for three consecutive meetings without a formal apology, that person will cease to be a member and such fact will be considered when determining any future Expressions of Interest to community committees.

The Quorum for a Meeting

- 3.5 The quorum for a meeting is the Chairperson (or delegate) and one committee member.
- 3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.
- 3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.
- 3.8 If the meeting is adjourned due to lack of quorum, the chairperson will declare the meeting as cancelled.
- 3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.
- 3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

Attendance of the Chief Executive Officer, Councillors and Other Staff at Meetings

- 3.11 The Chief Executive Officer is entitled to attend a community committee meeting whether they are a member or not.
- 3.12 A Councillor who is not a nominated representative is entitled to attend a community committee meeting whether they are a member or not.

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3.13 The attendance of other Council staff at a meeting will occur from time to time as required.

The Chairperson at Meetings

3.14 One of the Councillor representatives will be nominated as chairperson at the first meeting of the committee.

3.15 The chairperson may delegate the position of chairperson to a Council official, verbally or in writing, prior to the commencement of the meeting. The Council official's acceptance must be recorded as part of the meeting minutes.

3.16 When the chairperson rises or speaks during a meeting:

- (a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and
- (b) every member present must be silent to enable the chairperson to be heard without interruption.

Modes of Address

3.17 Councillors are to be addressed as 'Councillor [surname]', unless otherwise instructed by that Councillor.

3.18 Council staff are to be addressed as their position title, unless otherwise instructed by that staff member.

3.19 All other members and attendees may indicate their preference for being addressed.

Items for Discussion

3.20 Where a member raises an issue of general interest (that is a matter not listed on the agenda), it may be discussed following the chairperson's approval. The issue of general interest and any outcomes are recorded in the minutes under the standing agenda item Correspondence, Questions on Notice and General Business.

Questions

3.21 A member may put a question to another member about a matter on the agenda.

3.22 A member may, with the permission of the relevant Director, put a question to a Council employee who is not a member of the committee, but who is present, about a matter on the agenda.

3.23 Where a response to the question is not readily available, it may be taken on notice and the response either reported to the next meeting or emailed to members between meetings.

3.24 Members must put questions directly, succinctly, respectfully and without argument.

Rules of Debate

3.25 Each member is allowed to speak to each item on the agenda.

3.26 Members will indicate their desire to speak by raising their hand.

3.27 The chairperson will indicate whose turn it is to speak, and this must be respected by all members.

3.28 Members are to ensure that all members have equal opportunity to speak and be mindful of the meeting duration when speaking to items.

3.29 All members must be heard without interruption and all other members must remain silent while another member is speaking.

3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, and the chairperson determines further discussion is required, the issue will be noted in the minutes and the meeting will progress to the

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next agenda item. The committee may then return to the item later in the meeting if time permits, or the chairperson may determine that the matter be put to the next meeting.

Keeping Order

- 3.31 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.
- 3.32 The chairperson can call any member to order if they deem it necessary.
- 3.33 Members of the committee can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.
- 3.34 The chairperson's ruling must be obeyed.

Acts of Disorder

- 3.35 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.
- 3.36 Members must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:
 - confine their presentation to a statement of facts.
 - do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee.
 - do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt.
 - allow other members to put their views without interruption.
- 3.37 A member commits an act of disorder if the member;
 - a) contravenes this code, or
 - b) assaults or threatens to assault another member or person present at the meeting, or
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How Disorder at a Meeting may be Dealt With

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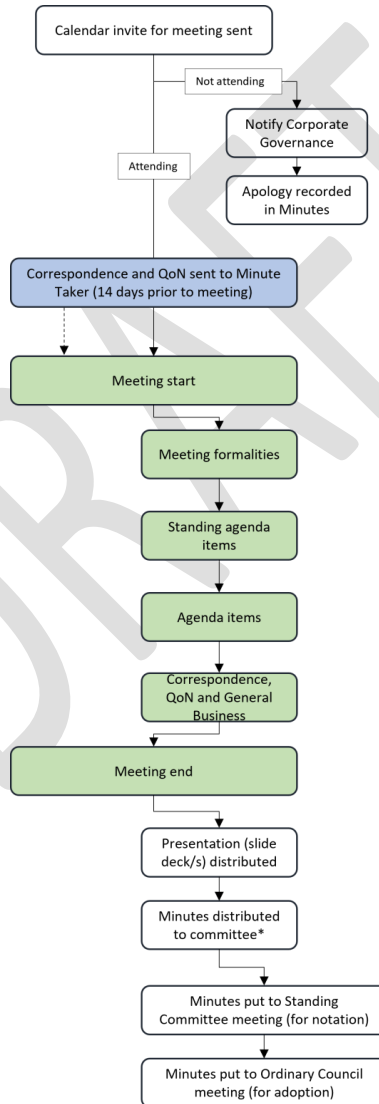
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Version:	1
Revision:	-
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Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington

Ph: (02) 6801 4000
dubbo.nsw.gov.au





REPORT: Land Classification - Part of 43 White Street and Lot 4391 DP1294801, Delta Road, Dubbo

DIVISION: Organisational Performance
REPORT DATE: 5 December 2024
TRIM REFERENCE: ID24/2357

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Fulfil legislated requirement 	
Issue	<ul style="list-style-type: none"> Section 25 of the <i>Local Government Act 1993</i> (Act) stipulates that all public land must be classified as either community land or operational land. Section 31 of the Act states that public land may be classified, by Council resolution, on or before the date which is 3 months of acquisition of the land. Failure to classify land within such timeframe deems the land to be classified as community land. The following land has been dedicated to Dubbo Regional Council (Council) by registration of subdivision plans: <ul style="list-style-type: none"> i. 43 White Street, Dubbo being proposed Lot 12 on Deposited Plan 1243994; and ii. Delta Road, Dubbo being Lot 4391 on Deposited Plan 1294801, referred to as 'Properties'. The proposed use of the Properties are considered to be operational in nature, and as such, this report recommends that the Properties are classified as operational under the Act. 	
Reasoning	<ul style="list-style-type: none"> The use of community land is restricted and requires a plan of management (POM) to be drafted and adopted. Generally, community land cannot be: <ul style="list-style-type: none"> (i) sold; and (ii) leased or licensed unless in accordance with certain criteria, and the term of such lease or licence cannot be for more than thirty years. <p>Conversely, operational land does not have the same special restrictions on its use.</p> <ul style="list-style-type: none"> The future proposed use of the Properties are likely to be for drainage operations, but may involve commercial uses, which is also operational in nature. For these reasons, it is recommended that the Properties are classified as operational land. 	
Financial Implications	Budget Area	Not applicable
	Funding Source	Not applicable
	Proposed Cost	Nil
	Ongoing Costs	Nil

Policy Implications	Policy Title	Not applicable
	Impact on Policy	Not applicable
Consultation	<ul style="list-style-type: none"> • Infrastructure Strategy and Design • Infrastructure Delivery • Transport for NSW • Property and Land Development 	Emails Onsite meetings

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

- Theme: 2 Infrastructure
- CSP Objective: 2.2 Infrastructure meets the current and future needs of our community
- Delivery Program Strategy: 2.2.3 Urban drainage systems meet the needs of the community

RECOMMENDATION

1. That upon:
 - (a) acquisition; and
 - (b) completion of the public notification provisions under s34 of the *Local Government Act 1993*, the following properties are to be classified as 'operational land' in accordance with the *Local Government Act 1993*:
 - i. 43 White Street, Dubbo being proposed Lot 12 on DP1243994; and
 - iii. Delta Road, Dubbo being Lot 4391 on DP1294801.
2. That the Chief Executive Officer be delegated authority to execute any documents necessary to effect resolution no. 1.

Jane Basingthwaight
Director Organisational Performance

KL
Property Services Team
Leader

Previous Resolutions of Council

27/11/2017	<i>Recommendation</i> <i>1. That the Terms Sheet attached to this report as Appendix 2, between Transport for NSW and Council, be approved and executed.</i> <i>2. That all necessary documentation in relation to this matter be executed under the Common Seal of the Council.</i>
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Classification as operational land

Section 25 of the *Local Government Act 1993* (Act) stipulates that all public land must be classified as either community land or operational land.

Section 31 of the Act states that public land may be classified, by Council resolution, on or before the date which is 3 months of acquisition of the land. Failure to classify land within such timeframe deems the land to be classified as community land.

The following properties have been dedicated to Dubbo Regional Council (Council) by registration of subdivision plans:

- i. 43 White Street, Dubbo being proposed Lot 12 on Deposited Plan 1243994 (Property 1); and
- ii. Delta Road, Dubbo being Lot 4391 on Deposited Plan 1294801 (Property 2),

collectively referred to in this report as 'Properties'. The future proposed use of the Properties are likely to be for drainage operations, but may involve commercial uses, which is also operational in nature. For these reasons, it is recommended that the Properties are classified as operational land.

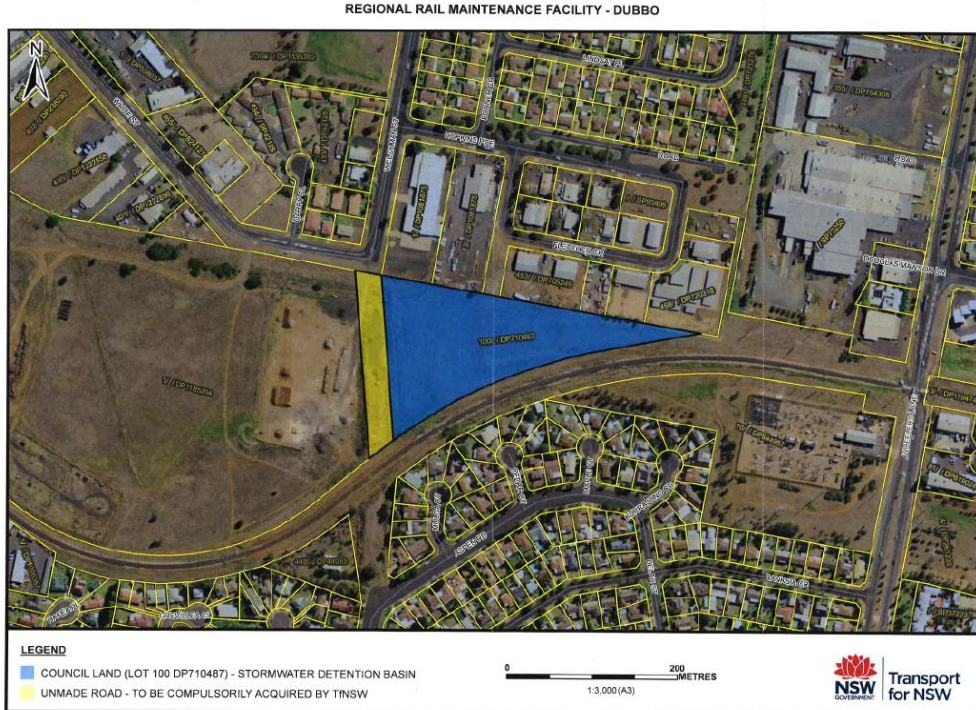
REPORT

Property 1: 43 White Street, Dubbo – Proposed Lot 12 on DP1243994

Following resolution of Council in November 2017, Transport for NSW (TfNSW) compulsorily acquired the land identified as Lot 100 in DP710487 (shown in **Figure 1** below) from Council to construct a new maintenance facility (Project) for the maintenance of the new regional rail fleet which services the regional rail network.

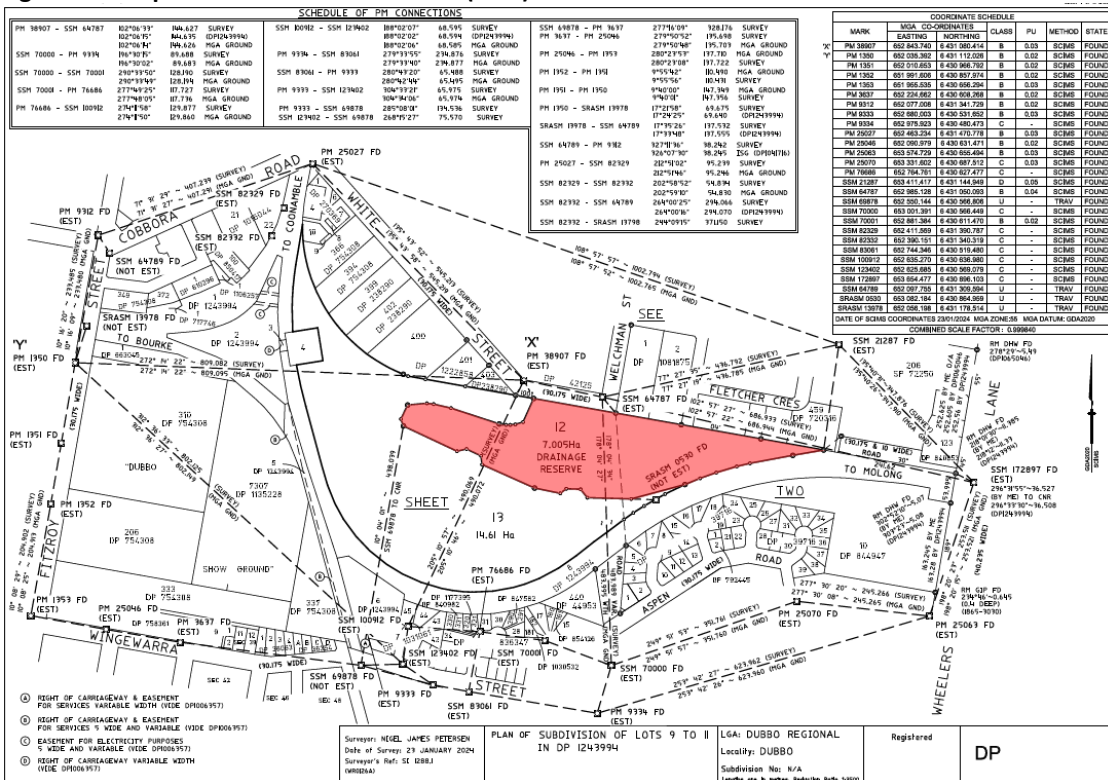
Clause 6 of the acquisition deed between TfNSW and Council (Deed), required TfNSW to facilitate the construction of a storm water detention basin (Infrastructure) as part of the Project. In the Deed, the Infrastructure and Property 1 must be dedicated to Council on completion of the Project.

Figure 1 – Lot 100 on DP710487 (land acquired from Council by TfNSW for the Project)



The Project is now complete and TfNSW has dedicated Property 1 to Council as drainage reserve. **Figure 2** below outlines the area of Property 1, which is significantly larger than the land TfNSW originally acquired from Council for the Project.

Figure 2 – Proposed Lot 12 on DP1243994 (Plan)

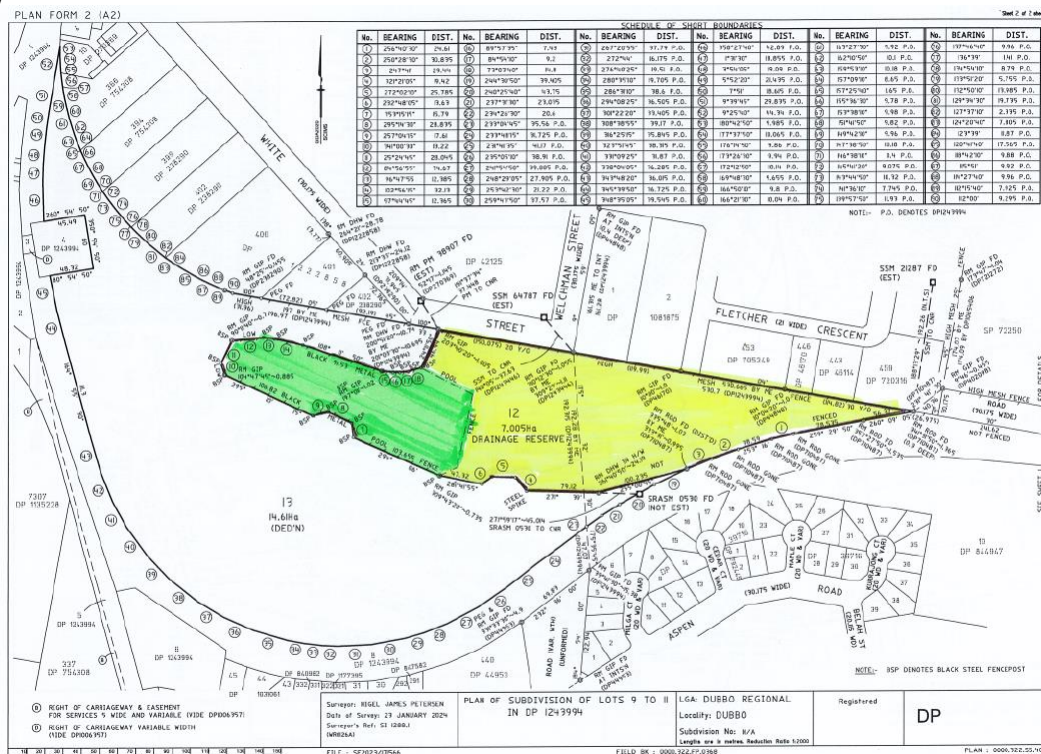


The deposited plan creating Property 1 was registered with NSW Land Registry Services (NSWLRS) on 3 February 2025.

TfNSW and Council officers have been in ongoing consultation during the course of work to ensure construction of the stormwater detention basin meets the design and compliance requirements of our stormwater engineers.

In **Figure 3** below, the area shown in green outlines the stormwater detention basin which is fenced with pool fencing. The balance of the land shown in yellow has the potential to be utilised by Council for operational purposes such as storage or a works depot etc.

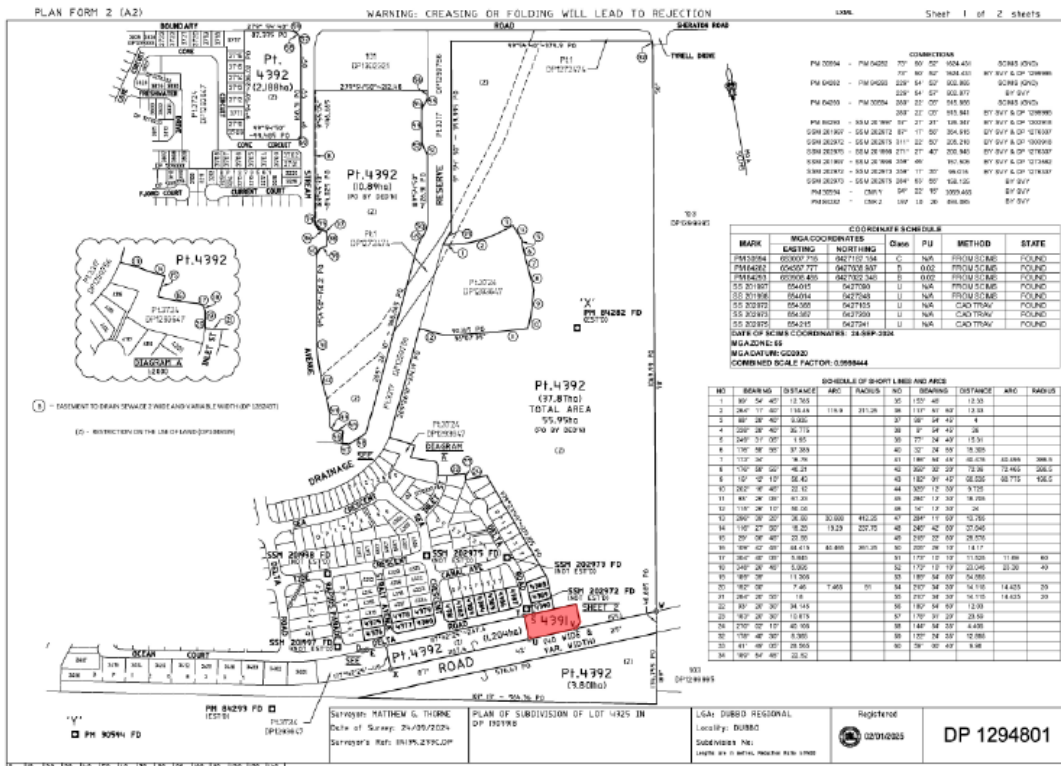
Figure 3 – Outline of the stormwater detention basin (in green), and balance of Property 1 is highlighted in yellow



Property 2: Delta Road, Dubbo - Lot 4391 on DP1294801

Survey plan DP1294801 was registered with NSWLRS by Maas Group Properties Southlakes Pty Limited on 2 January 2025 and dedicated to Council as drainage reserve. Property 2 is highlighted in red in **Figure 4** below.

Figure 4 – Lot 4391 DP1294801



Consultation has been undertaken with Council’s the stormwater engineers, who have confirmed that Property 2 contains essential drainage infrastructure that has an operational need to provide continual and uninterrupted service to the surrounding community.

It is anticipated that to ensure ongoing service is provided to the community, the infrastructure and assets contained within Property 2 may need to be augmented, redesigned or reconstructed throughout the life of the asset. Property 2 adjoins other essential road, footpath and drainage infrastructure that are subject to a broader strategy, the outcomes of which may result in the need to adjust boundaries and redesign infrastructure to meet strategic objectives.

Resourcing Implications

- Classification of the Properties by Council resolution does not require any further resources.
- Maintenance of the Properties will be the responsibility of the respective internal asset owners, on an “as needed” basis.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	0	0	0	0	0	0
c. Operating budget impact (a – b)	0	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	0	0	0	0	0	0
Does the proposal require ongoing funding?		No				
What is the source of this funding?		Not applicable				

Table 1. Ongoing Financial Implications

Options Considered

- Option 1 – allow classification of the Properties to be automatically assumed as community land by not seeking Council resolution. This will mean that Council is restricted in the usage of the Properties and will require re-classification of the Properties if other operational and commercial opportunities are later identified.
- Option 2 – classify Properties as community land. As per Option 1 (above), this will restrict usage of the Properties.
- Option 3 – classify Properties as operational land. This will allow Council to deal with the Properties for operational and commercial purposes.

Preferred Option

It is recommended that Option 3 be undertaken.

Planned Communications

In accordance with s34 of the Act, Council must give public notice of a proposal to classify, or re-classify, public land. The notice must provide for a period of not less than 28 days during which submissions can be made to Council.

Notification of the proposed classification of the Properties have been published in the Daily Liberal and on Council's website at the YourSay webpage, commencing on 22 February 2025 and expiring 28 days later, being 22 March 2025.

Timeframe

Key Date	Explanation
22 February 2025	Notice of proposed resolution to classify public land published in Daily Liberal
28 February 2025	Publish notification on Council's website at the YourSay page
22 March	28 Day period closes
24 March 2025	Ordinary Council Meeting Council resolution
24 March 2025	Land classified as operational land



REPORT: Change of date for 25 November 2025 Ordinary Council Meeting due Local Government NSW Annual Conference

DIVISION: Organisational Performance
REPORT DATE: 7 January 2025
TRIM REFERENCE: ID25/6

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Determination 	
Issue	<ul style="list-style-type: none"> Requirement to change the date for the November Ordinary Council meeting 2025, as it falls on the date of the Local Government Annual Conference. As most Councillors will be attending this conference there would not be a quorum to hold this meeting. 	
Reasoning	<ul style="list-style-type: none"> The Ordinary Council meeting needs to be moved to another date, to allow the Councillors the opportunity to attend the Local Government Conference. 	
Financial Implications	Budget Area	There are no budget implications for this report.
Policy Implications	Policy Title	There are no policy implications for this report.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership
CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That Council determine a new date for the November 2025 Ordinary Council meeting.

Jane Bassingthwaighte
Director Organisational Performance

AR
Manager Corporate Governance

BACKGROUND

Previous Resolutions of Council

<p>24 October 2024 CCL24/273</p>	<p>In part:</p> <p>3. <i>That the Ordinary Council meeting to be held on the fourth Tuesday of the month, commencing at 5.30pm in the Council Chamber in Dubbo, unless stated otherwise.</i></p> <table border="1" data-bbox="491 537 1458 1142"> <thead> <tr> <th>Standing Committees</th> <th>Ordinary Council Meeting</th> </tr> </thead> <tbody> <tr> <td><i>12 November 2024</i></td> <td><i>26 November 2024</i></td> </tr> <tr> <td><i>No meeting</i></td> <td><i>10 December 2024</i></td> </tr> <tr> <td><i>No meeting</i></td> <td><i>No meeting</i></td> </tr> <tr> <td><i>11 February 2025</i></td> <td><i>25 February 2025</i></td> </tr> <tr> <td><i>11 March 2025</i></td> <td><i>25 March 2025</i></td> </tr> <tr> <td><i>8 April 2025</i></td> <td><i>22 April 2025</i></td> </tr> <tr> <td><i>13 May 2025</i></td> <td><i>27 May 2025</i></td> </tr> <tr> <td><i>10 June 2024</i></td> <td><i>24 June 2025</i></td> </tr> <tr> <td><i>8 July 2025</i></td> <td><i>22 July 2025</i></td> </tr> <tr> <td><i>12 August 2025</i></td> <td><i>26 August 2025</i></td> </tr> <tr> <td><i>9 September 2025</i></td> <td><i>23 September 2025</i></td> </tr> <tr> <td><i>14 October 2025</i></td> <td><i>28 October 2025</i></td> </tr> <tr> <td><i>11 November 2025</i></td> <td><i>25 November 2025</i></td> </tr> <tr> <td><i>No meeting</i></td> <td><i>9 December 2025</i></td> </tr> </tbody> </table>	Standing Committees	Ordinary Council Meeting	<i>12 November 2024</i>	<i>26 November 2024</i>	<i>No meeting</i>	<i>10 December 2024</i>	<i>No meeting</i>	<i>No meeting</i>	<i>11 February 2025</i>	<i>25 February 2025</i>	<i>11 March 2025</i>	<i>25 March 2025</i>	<i>8 April 2025</i>	<i>22 April 2025</i>	<i>13 May 2025</i>	<i>27 May 2025</i>	<i>10 June 2024</i>	<i>24 June 2025</i>	<i>8 July 2025</i>	<i>22 July 2025</i>	<i>12 August 2025</i>	<i>26 August 2025</i>	<i>9 September 2025</i>	<i>23 September 2025</i>	<i>14 October 2025</i>	<i>28 October 2025</i>	<i>11 November 2025</i>	<i>25 November 2025</i>	<i>No meeting</i>	<i>9 December 2025</i>
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<p>24 October 2024 CCL24/276</p>	<p>1. <i>That Councillors J Black, L Butler, M Wright and K Richardson act as voting delegates at the upcoming Local Government NSW Annual Conference 2024.</i></p> <p>2. <i>That Council advise Local Government NSW who the voting delegates for motions and the board elections are, by no later than close of business Wednesday 6 November 2024.</i></p> <p>3. <i>That the nominated delegates represent Council at the Local Government NSW Annual Conference 2024.</i></p>																														

REPORT

Each year Local Government NSW, a peak body for councillors across NSW, holds their Annual Conference, in October or November. This year the conference will be held 23 – 25 November 2025 in Penrith, which falls on the November 2025 Council meeting date of 25 November.

Therefore, as Council determine the council meeting dates, they will need to determine a new date for November 2025.

Options could be:

Tuesday 11 November 2025 commencing at 5.30pm which is in keeping to Tuesday meetings.
Thursday 27 November 2025 so that it is in the fourth week of the month and a day after the return of the councillors from the conference.

Resourcing Implications

- Production of the business paper may need to change slightly dependent on date chosen.
- All Councillors will be required to attend.

Planned Communications

- Councillors and Staff via meeting invitation and circulation of the business paper
- Advertisement via various media outlets as normal.